

# City of Greenville, NC



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## **Invitation To Bid Formal Bid # 14-15-40**

**Item(s): Janitorial Services for  
Greenville City Hall (200 W. 5<sup>th</sup> St.)  
Municipal Building (201 W. 5<sup>th</sup> St.)  
Greenville Fire/Rescue-1<sup>st</sup> Floor (500 S. Greene St.)  
Public Works Administration Bldg (1500 Beatty St.)  
Gardner Training Center (1400 Brownlea Dr.)**

**Pre-Bid Meeting: Wednesday, April 15, 2015 @ 10:00 A.M.  
Room 337 City Hall (Third Floor)  
200 W. 5<sup>th</sup> Street, Greenville, NC**

**Bid Due: Friday, May 1, 2015 @ 10:00 A.M.  
Public Works Conference Room  
1500 Beatty Street, Greenville, NC**

### **Contact Persons:**

**Questions regarding the bid package:**

**Mrs. Angelene E. Brinkley**

**Purchasing Manager**

**Telephone: 252-329-4462**

**Fax: 252-329-4464**

**Email: [abrinkley@greenvillenc.gov](mailto:abrinkley@greenvillenc.gov)**

**Questions regarding the specifications:**

**Mr. Mike Watson**

**Building Facilities Coordinator**

**Telephone: 252-329-4921**

**Fax: 252-329-4844**

**Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)**

**INSTRUCTION / INVITATION FOR FORMAL BID PROPOSAL  
WITHOUT BID BOND**

An advertisement for sealed proposals to provide Janitorial Services for select City of Greenville owned buildings Per Specifications, Formal Bid #14-15-40, for the City of Greenville was published electronically in accordance with NC General Statutes on Wednesday, the 8th day of April, 2015. **As stated in such notice, proposals will be received until 10:00 a.m. local time, on Friday the 1st day of May, 2015 and at that time, publicly opened and read aloud in the Public Works Conference Room located at 1500 Beatty Street, Greenville, N. C. 27834.**

The person, firm or corporation making a proposal shall submit it in a sealed envelope Mike Watson, Building Facilities Coordinator, at the Public Works Administration Building located at the 1500 Beatty Street, P. O. Box 7207, Greenville, N. C. 27835, on or before the hour and the day stated above. **The words “Janitorial Services Formal Bid # 14-15-40” should be written on the outside of the sealed envelope.**

The Bidder shall insert the required responses and supply all the information, as requested, on the Bid Proposal Request Forms. The prices inserted shall be net and shall be the full cost, including all factors whatsoever. Any bids not submitted on such forms provided will be considered unresponsive.

No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Building Facilities Coordinator.

The City of Greenville reserves the right to reject any and all bids, to waive any informality and to accept the bid it deems most advantageous to the City. Any bid submitted will be binding for 60 days after the date of the bid opening.

It is expressly understood by the bidders that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, the advertisement, these instructions and the detailed specifications, as the entire form of contract between the parties, except in cases where formal contracts are warranted.

Each proposal shall specify delivery time.

Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

## **Minority and/or Women Business Enterprise (M/WBE) Program**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

## **Equal Employment Opportunity Clause**

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, N. C. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

## **Local Preference and Service Policies**

The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see [www.greenvillenc.gov/financialservices/purchasingdivision](http://www.greenvillenc.gov/financialservices/purchasingdivision) on the City of Greenville's webpage.

Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

If your firm is unable to bid for any reason, please send a letter of explanation on an email to [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov).

Questions regarding any part of this bid shall be directed to Angelene E. Brinkley, Purchasing Manager, P. O. Box 7207, Greenville, N. C. 27835, telephone (252) 329-4462. Mr. Mike Watson, Building Facilities Coordinator of the Greenville Public Works Department, may be contacted concerning technical questions on the specifications of the service to be bid at (252) 329-4921.

**A pre-bid conference will be held in the Third Floor Conference Room 337 of City Hall, located at 200 W. 5th Street, Greenville, N. C. 27834 at 2:00 p.m. on Wednesday, the 15th day of April, 2015. Persons wanting the opportunity to ask questions about the bid specifications should be present.**

**SPECIAL NOTICE: While attendance at the pre-bid conference is not mandatory, a site visit will be required for any bidder that submits a bid. Should you be unable to attend the pre-bid, please contact Mr. Mike Watson at 252-329-4921 to meet at a scheduled alternate site visit time. Alternate site visit days will be April 20, 2015 and April 21, 2015 at 10:00 AM. Failure to do so will cause your bid to be rejected.**

Mike Watson  
Building Facilities Coordinator  
City of Greenville, N.C.

## PROPOSAL/SPECIFICATIONS

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**This proposal is submitted to furnish complete janitorial services for the following locations: City Hall located at 200 W. 5<sup>th</sup> Street; Municipal Building located at 201 W. 5<sup>th</sup> Street; First floor of the Fire & Rescue Building located @ 500 S. Greene Street; Public Works Administration Building located at 1500 Beatty Street and Gardner Training Center located at 1400 Brown Lea Drive.**

Number of Service Days per Week:

Three (3) days per week: Monday, Wednesday and Friday at all locations except  
Tuesday only at the Gardner Training Center

Each Service Day:

1. Trash and recyclable container will be emptied and returned to their original locations. Plastic liners will be installed at least once per week. All trash will be taken to the dumpsters located at the rear of City Hall and Public Works, and recyclables will be taken to a central location for collection;
2. Sweep and/or dust mop all floor surfaces;
3. Vacuum all carpeted areas;
4. Dust desks, chairs, tables, and other office furniture;
5. Dust counters, file cabinets, and telephones;
6. Dust all ledges and other flat surfaces within reach;
7. Remove fingerprints from woodwork, walls, entrance doors, and partitions;
8. Clean restroom and shower fixtures and disinfect (sink, toilet, urinals, floors, fixtures, mirrors, baby changing stations, and privacy partitions);
9. Clean and refill all restroom dispensers from stock;
10. Wash restroom walls and scrub floors around urinals to remove stains from the tile and grout;
11. Wash and disinfect all drinking fountains;
12. Sweep and/or dust stairs, landings, handrails, and baseboards;
13. Sweep or vacuum elevator floors;
14. Clean exterior approach entrance ways, lobby and entrance mats;
15. Wash exterior and interior of entrance glass doors;
16. Keep janitor closets clean and orderly;
17. Leave only designated night lights on;
18. Check windows and doors upon completion of work;
19. Spot clean carpet as necessary;
20. Clean and disinfect all kitchen and break room sinks and fixtures; and

21. Clean all microwaves, counters, and tables in break room;
22. Clean all elevator doors.
23. Sanitize and disinfect exercise equipment and mats in Room #332 at City Hall.

**One Service Day per Week:**

1. Wash all door frames;
2. Dust all metal hardware throughout offices;
3. Clean and sanitize telephones;
4. All stair and horizontal handrails on stairways must be wiped down, disinfected and polished;
5. Clean pictures, diploma frames, and glass coverings;
6. Clean and polish all bright metal;
7. Dust computer monitors and keyboards
8. Disinfect all chair arms and table surfaces in Chambers and conference rooms.

**One Service Day per Month:**

1. Dust all high ledges and moldings;
2. Dust or vacuum air grills;
3. Vacuum all upholstered chairs;
4. Clean interior glass windows at all offices and inside of exterior glass;
5. Clean inside of exterior glass in atrium area that is within 9' and below;
6. Clean and sanitize all wastebaskets.

**One Service Day per Quarter:**

1. All non-carpeted floors are to be machine scrubbed and appropriate wax or other floor treatment reapplied;
2. Vacuum partitions in offices;
3. Dust the top of all partitions; and
4. Clean all baseboards;

**TERMS:**

Contractor shall furnish all labor, cleaning supplies and equipment necessary to perform the services. The City will provide materials for the City's use to include toilet paper, paper towels, garbage/trash can liner bags, and soap for the dispensers.

Service shall be in effect for a two (2) year period with the option of continuing one (1) additional year by written agreement of both the City and Contractor. However, the service may be terminated in its entirety by either party at any time provided that a written notice of at least sixty (60) days prior to the desired date of termination.

**CONDITIONS:**

The conditions listed on Attachment "A" are accepted. Compliance with these conditions is required as part of this agreement.

**PRICE:**

The price set forth below is based on the present wage scales and other benefits affecting the locality, the present areas serviced, and the frequency of work. We will perform the service as outlined in a reliable manner for the sum of \$ \_\_\_\_\_ per month.

Please provide a breakout price for the following parts of total contract:

1. Washing of interior windows \_\_\_\_\_
2. All non-carpeted floors to be machined scrubbed  
And appropriate wax or floor treatment reapplied: \_\_\_\_\_

**BIDDERS QUESTIONNAIRE:**

The undersigned guarantees the truth and accuracy of all statements and answers therein contained:

1. Describe your plan for performance of the custodial contract work? (Use an attached sheet)
2. How many employees do you plan to utilize to complete this contract? \_\_\_\_\_
3. Are you licensed to do business in the City of Greenville? \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date of Proposal

## ATTACHMENT A

### INSTRUCTIONS TO CONTRACTORS

#### Proposal to Provide Janitorial Services

##### Locations:

City Hall, Municipal Building, Police Fire/Rescue 1<sup>st</sup> Floor, Public Works Administration Building and Gardner Training Center  
Greenville N.C.

1. The Contractor shall have in place for the life of this contract public liability and property damage insurance as shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additional insured on all coverage. All insurance must be maintained during the duration of the contract.
2. Contractor is to provide verification to the City that the Contractor's employees working at these locations are bonded, and worker's compensation insurance coverage for all employees of the Contractor is provided.
3. It is expressly understood by the Contractor, that after a written notice of award by the City, a contract will be required to be entered into with the City and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.
4. The Contractor, by offering a proposal, affirms that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.
5. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.
6. If the Contractor is unable to give a proposal for any reason, please send a letter of explanation or an email addressed to [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov).
7. Questions regarding any procedure for submission of a proposal for janitorial services for shall be directed to Mike Watson, Building Facilities Coordinator, at (252) 329-4921.
8. By accepting the City's award of the contract to provide janitorial service in these facilities, the Contractor attests that it is in compliance with all items listed in the



bid/proposal instructions. Further, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm's employees while on City property performing their duties.

9. Contractor shall maintain a copy and provide the City a copy of MSDS sheets for all chemicals utilized in this janitorial contract work. An updated copy shall also be provided at all locations.
10. Contractor must comply with all OSHA requirements associated with the work within this contract.
11. It is expected that work would begin no earlier than July 1, 2015. However, such starting date is subject to change based on time needed to finalize the contract or the need for City Council approval.
12. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.
13. All janitorial work must be performed between the hours of 5 p.m. and 11 p.m.
14. Contractor shall provide a list of the five (5) most recent janitorial contract references.
15. Use of smoking materials and tobacco products is prohibited in all City of Greenville buildings.
16. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance must be corrected immediately.
17. The City reserves the right to add or delete similar items/services specified in the proposal as requirements change during the period of the contract. Prices for items/services to be added/deleted from contract will be mutually agreed to by the City and the Contractor. A contract amendment will be issued for each addition or deletion.
18. The Contractor shall be responsible for any lost keys, card keys, and inherent damages (i.e. re-keying of facility). This cost shall be withheld from payment(s).
19. The Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, assistants, or any other person unless said person is an authorized working Contractor employee.

20. Approximate square footage of floor covering at each location:

<i><b>Building</b></i>	<i><b>Carpet</b></i>	<i><b>VCT</b></i>	<i><b>Ceramic Tile</b></i>	<i><b>Terrazzo</b></i>
City Hall	30,000	6,800	4,500	---
Municipal Building	20,480	2,621	3,637	---
Police Fire/Rescue 1 <sup>st</sup> Floor	6,356	1,066	719	---
Public Works Administration Building	4,567	2,650	864	4,971
Gardner Training Center	1,722	88	106	---

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